



**Islamic Republic Of Afghanistan  
Kabul Municipality**



# **SEXUAL HARASSMENT POLICY STANDARD OPERATING PROCEDURE**

H.E Mohammad Yonus Nawandesh

Signature: \_\_\_\_\_



# Islamic Republic Of Afghanistan Kabul Municipality



## **Policy Statement**

The Kabul Municipality is dedicated to providing high quality, efficient delivery of municipal government services to our citizens and customers. Sexual harassment negatively affects morale, motivation, and job performance of the employees of any organization. It can affect individuals' self-image and perception of personal safety and is inappropriate, offensive, illegal, and anti-Islamic and it will not be tolerated in this organization.

## **Definition:**

“Sexual Harassment” is any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct or behavior of a sexual nature which is deliberate or repeated or which:

- is part of a decision to hire or fire;
- is used to make decisions regarding wages, promotions, or job assignments;
- interferes with an employee's work performance; or
- Creates an intimidating, hostile, or offensive work environment.

## **Procedures:**

### **Employee Procedure**

Kabul Municipality will take an affirmative role in protecting its employees and customers from sexual harassment. Should an instance of inappropriate behavior occur, the offended employee should bring his or her concerns to the attention of management. This includes employees who think they are the recipient of harassment, as well as those who believe they have witnessed another employee being harassed.

If you believe you are being harassed or you have witnessed harassment, take action immediately:

1. Identify the offensive behavior to the harasser, if appropriate, and request that it stop; and
2. Employees must discuss their concern as soon as possible with a non-involved supervisor, Director General, or Deputy Mayor; and
3. Participate in the investigation about the offensive behavior. KM would assure confidentiality of employees who report incidents of inappropriate conduct, every effort will be made to protect the rights and feelings of all parties concerned.
4. If for any reason you are uncomfortable or do not wish to follow steps 1 or 2 above, contact Kabul Municipality Women Leadership Council directly.

## **Organizational Procedures**



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When a supervisor or Director General is notified of alleged harassment, s/he will promptly advise the relevant Deputy Mayor. The Deputy Mayor will decide the appropriate level of the investigation for the complaint. The investigation may include interviews with the directly-involved parties, and where necessary, employees who may have observed the alleged harassment or who may also be recipients of harassment, and who may be able to share information about their experiences with the accused employee.

### **Complaints Procedures**

If the complainant is not satisfied with the result of the investigation to other way to deal with it is to follow the following steps:

#### **1. Informal**

- Prompt, appropriate, direct action must be taken to stop incidents of discrimination. In some situations, a person may not realize that his or her behavior is unwelcome and/or offensive. Therefore, an offended employee is encouraged to clearly tell the offending individual that the behavior is unwelcome, offensive or inappropriate and requests that the conduct stops.
- If the offended employee is reluctant to make such a statement to the offending individual and/or the offending conduct continues, the offended employee shall inform a non-involved supervisor, manager, or the Human Resources Department.
- Supervisors shall immediately advise and consult with the conflict resolution committee when an informal complaint has been received. If the offended individual or alleged offending individual is not satisfied with the resolution of the matter, then a formal written complaint must be filed by one of them.

#### **2. Formal**

- If the matter is not resolved informally, the victim should record what took place, who was involved, where the incident(s) occurred, witnesses, and other observations on an Incident Report Form and give it to the Head of Conflict Resolution Committee as soon as possible.
- The conflict resolution committee will follow the case accordingly
- The complaint must be addressed in a written form to the CRC including supporting documents as i.e. the accused complete name, place and date of the incident, detailed case of discrimination, witnesses if any.

### **Penalties**

1. Disciplinary action would be taken against the accused if found guilty. Action may involve a warning (verbal or written), transfer, or termination of employment depending on the seriousness of the case.



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2. Serious bypass of this policy may result in employment being terminated immediately.  
This means that no warnings will be given.

PREPARED BY:

DG Policy and Coordination

APPROVED BY:

Mohammad Yonus Nawandesh  
Kabul City Mayor



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**ANNEX A**

**COMPLAINT REGISTRATION FORM**

**COMPLAINANT INFORMATION:**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Grade: \_\_\_\_\_

**ACCUSED INDIVIDUAL/S INFORMATION:**

Name of the Employee/s committed the action: \_\_\_\_\_

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Grade: \_\_\_\_\_

**DESCRIPTION OF THE TYPE OF DISCRIMINATION: (Include date and Time)**

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**Your Requested Remedy in this Complaint?**

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**ACKNOWLEDGEMENT**



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In order to investigate your complaint, it will be necessary to meet you, the alleged individuals, and the witnesses with the knowledge of the allegations. The Conflict Resolution Committee will notify all persons involved in the investigation that it is confidential and any disclosure would result disciplinary action.

Therefore by signing below you state that you would cooperate throughout the investigation period and that all the information stated above is true and correct.

Name of the Victim: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of the Witness/s: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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For Employees use:

**Your Receipt of the Complaint Submission**

Received Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Signature: \_\_\_\_\_